



PRE-NOTIFICATION

CIC-PRE-01

FOR RTOs DELIVERING GENERAL INDUCTION TRAINING IN NSW UNDER THE
NATIONAL CODE OF PRACTICE FOR INDUCTION FOR CONSTRUCTION WORK

Please use **BLACK INK** and print within the boxes in **BLOCK LETTERS**. Complete all sections or make N/A

A. RTO Details

RTO Name

WorkCover Approval Number

RTO's Contact Phone Number

B. Training Pre-Notification Details

Nominated Trainer's Name

Nominated Trainer's Identification Number **TR**

Nominated Trainer's Contact Phone Number

Date of Training (DD MM YYYY)

Estimated Start Time

Estimated End Time

Name of Training Venue (if applicable)

Street No

Street Address

Suburb

State

Postcode

Venue Contact Number

C. Exemption Details

Have you had an exemption approved for this training? If 'Yes', provide exemption number and brief description.

Exemption Number

Brief description of exemption:

Will this course be delivered or translated in a language other than English? If 'Yes', what language will be used?

D. Declaration

I declare that the information provided on this form is true and correct in every particular.

Name of RTO delegated person

Signature

Date (DD MM YYYY)

Contact Phone Number

It is an offence under the Crimes Act 1900 and Occupational Health and Safety Regulation 2001 to make false or misleading statements in this form. Heavy penalties apply.

NOTES for submitting this Pre-Notification form

Use this form to notify WorkCover NSW of the delivery of general induction training no later than seven (7) calendar days, but not more than fourteen (14) calendar days, prior to commencement of training. This form is not required if assessing an applicant for Recognition of Prior Learning (RPL).

What to do now:

- Please use black ink only and print within the boxes in block letters.
- Complete RTO details, training pre-notification details, exemption details (if applicable), language of delivery (if applicable) and sign the declaration. Ensure that the street number and street address are completed in full and all relevant phone numbers are provided.
- Fax this form to WorkCover on 02 9287 5231 no later than seven (7) calendar days, but not more than fourteen (14) calendar days, prior to commencement of the general induction training.
- Retain a copy of the fax transmission report.
- Send a separate Pre-Notification form for every course – multiple course notifications will not be accepted.
- Advise WorkCover of any change to the information on this Pre-Notification form using the 'Variation Form' (Form no CIC-VAR-01).
- If an exemption has been granted by WorkCover NSW to any of the administration guidelines, the RTO is to include the exemption number and a brief description of the exemption on this Pre-Notification form.
- If delivering the course in a language other than English or using interpreters, the RTO may have additional requirements imposed on them under the Australian Quality Training Framework (AQTF) standards.

Privacy Compliance Statement

Information that is provided to WorkCover NSW may be covered by the *Privacy and Personal Information Protection Act 1998* and WorkCover administered legislation. The information in this application is collected by WorkCover NSW for the purpose of providing you, as an RTO, with approval to deliver general induction training in NSW, in accordance with the requirements of the *Occupational Health and Safety Act 2000* and *Occupational Health and Safety Regulation 2001*.

This information may also be used for the purpose of confirming applicant details as required. This information may also be made available to other State government agencies including the NSW Department of Primary Industries and the Vocational Education and Training Accreditation Board and any other State Training Authority or Commonwealth, State or Territory OHS Regulatory Authority.

Information provided in this form will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998*.

You may apply to WorkCover to access and correct any information WorkCover holds if that information is inaccurate, incomplete, not relevant or out of date.

Applications should be made in writing to:

Privacy Contact Officer

WorkCover NSW Head Office

Locked Bag 2906

LISAROW NSW 2252